

**South Central Regional Trauma Council  
Executive Committee Meeting  
Hutchinson Hospital  
Hospital Boardroom  
12:00 to 1:30  
November 7, 2002**

**MINUTES**

**Present:** Marcia Cox, Dr. Diane Hunt, Diana Lippoldt, Debbie Glenn, Rosanne Rutkowski, Donna Myers, Terry David, Jenny McCracken, Tamara Bauer, Dr. Scott Clark, Tim Pitts, Kendra Tinsley

**Call to Order**

**Dr. Diane Hunt, Chairperson**

Rosanne Rutkowski addressed a question regarding HIPPA and confidentiality as it relates to the trauma registry. The attorney who considered this issue for the Trauma Program indicated the trauma registry would be exempt from HIPPA as the data collected is considered public health data not unlike other public health data the State collects. The attorney recommended that hospitals implementing the trauma registry include a waiver statement informing the patient of trauma registry data collection.

**Approval of the minutes from the 01 August 2002 Meeting.**

**MOTION:** Approval of the minutes from the August meeting, upon spelling correction of Diana Lippoldt's name, was moved by Diana Lippoldt. Dr. Scott Clark provided a second. The motion was approved by voice vote.

**Trauma Program State Update**

**Rosanne Rutkowski, Director  
Kansas Trauma Program**

- ❖ Tim Pitts was introduced as the SCRTC representative to the Advisory Council on Trauma (ACT).
- ❖ Five regions have held their first Executive Committee meetings. The NW will meet on November 13.
- ❖ Members were encouraged to consider a new notification system offered by KDHE, the Kansas Rural Health Information System (KRHIS). KRHIS will send alerts by fax and e-mail including notices related to the trauma system and RTC's (see KRHIS brochure).
- ❖ Updated information about the trauma program is available on the KDHE website. Look for RTC minutes, meeting schedules and bylaws under the Kansas Trauma Program.
- ❖ The Consortium for the Improvement of Trauma Education and its lead organization, the Kansas Hospital Association, is negotiating the education contract with KDHE for an increase of \$100,000 over last year to provide ATLS, TNCC, and PHTLS.

- ❖ The KDHE Office of Local and Rural Health received an EMS Dispatch grant to work with the Adjutant General on a statewide survey and needs assessment of dispatch services in Kansas.
- ❖ Based on the recommendation of the SCRTC, Kingman and Pratt enrolled in the trauma registry. Newton has submitted data for the first time, although the first download to the State is due by February 28, 2003.
- ❖ **See Map Handout:** Currently, thirty hospitals are participating in the registry, capturing approximately 80 to 90 percent of trauma in Kansas. All Kansas hospitals will be required to implement the registry software by 2004. The Kansas Hospital Association is working on the rollout.
- ❖ Registry training is scheduled in Wichita on November 8.
- ❖ The (ACT) will hold a strategic planning meeting on November 20, 2002.
- ❖ The committee discussed the timeline and logistics of hospital verification as it relates to the Kansas Trauma Plan.

### **Reports From Sub-Committees:**

#### **Staff Education Sub-Committee**

Diana Lippoldt, Chair of the sub-committee, reported that the sub-committee met immediately before the Executive Committee meeting. The sub-committee proposed goals and objectives including a primary objective to increase the number of individuals trained and verified in ATLS, TNCC, PALS and PHTLS. The sub-committee laid out a proposed plan to obtain baseline information regarding the education needs of providers in the region by distributing a survey. The survey would address such questions as, where, what, when, and how education and/or verification has been received. In addition, the survey would query survey participants' perceived education needs for the region and current verification status. Future education goals could be established based on the survey results. Instructors would be included in the survey. Surveys would be submitted to EMS/fire providers, hospital administrators, physicians, and nurses.

The Executive Committee approved the development of a sample education survey to be reviewed during the next Executive Committee meeting scheduled on January 30, 2003. The RTC Coordinator will mail the survey sample with the January 30 meeting agenda.

#### **Injury Prevention**

Marcia Cox, Chair of the sub-committee, reported Reno County has experienced challenges obtaining low-cost or free car seats for families in need. Marcia submitted an application and received an MCH grant of \$6000 to address child passenger safety issues in Reno County including the purchase of one hundred child safety seats. In addition to safety devices, education will be provided regarding proper installation of the child safety seats. The committee discussed adding a question to the education survey regarding training on prevention issues. Rosanne Rutkowski shared that KDOT was interested in working with the RTCs. The Kansas Safety Belt Education Office will be sponsoring a 4-Day Child Passenger Safety Technician class in Salina, December 10-13 and strongly encourages RTC members attend (registration form provided).

### **By-laws**

Terry David, Chair of the committee, provided the report with proposed revisions. Revisions included:

- ❖ Formatting change placing the participating organizations listing as an appendix.
- ❖ Augusta hospital has closed, therefore, no longer would be considered a participating entity.
- ❖ Addition of associate memberships open to the public within the trauma region and educational institutions actively involved in health care education.
- ❖ Name change from South Central Regional Trauma Council to South Central Kansas Trauma Region.

The Committee discussed several issues including, the need for clearly defined terms of Executive Committee members and officers, and the importance of maintaining membership that is representative of the region as a whole. With respect to the issue of adding associate memberships, the Committee discussed the value of a membership whose vision for the region is consistent with the mission of the SC region. The Committee agreed a nominating sub-committee should be formed and added to the bylaws. The goal of education was also recommended for addition to the bylaws. The Sub-Committee Chair recommended the Executive Committee review the proposed recommendations outside of committee and provide additional feedback with the goal of developing a final draft for vote during the next Executive Committee.

### **Annual Meeting:**

- ❖ The Committee discussed setting a date for the annual meeting consistent with the fiscal year of the region (June 30 to July 1). The Committee approved the annual meeting will be held at a location in Wichita on June 4, 2003 from 9:30 to 12:00. Rosanne Rutkowski will coordinate the room reservation checking first with the Hyatt in Wichita. The Committee discussed the Regional Trauma Council budget. Rosanne will check the budget allocation for annual meetings. The Committee anticipates an attendance of approximately 100 members. The State will cover the cost of materials copied/printed for the meeting.

### **Executive Committee Meeting:**

The next quarterly meeting is scheduled on January 30, 2003 from 12:00-1:30 at the Hutchinson Hospital.

### **New Business:**

#### **Trauma Triage, Transport and Transfer:**

The Chairperson recommended developing and including a question for the survey regarding trauma triage, transport, and transfer. Another recommendation included drafting a letter to all hospitals in the region to determine facilities that have a transfer protocol in effect. These items will be developed and considered during the January committee meeting.

### **Announcements:**

- ❖ Rosanne Rutkowski provided a handout for a trauma and EMS list serve that may be of interest to the Committee.
- ❖ Tim Pitts provided his contact information. This will be included in the Executive Committee contact list.
- ❖ Education information may be found at [www.kansastrauuma.org](http://www.kansastrauuma.org). The Committee discussed the possibility of an ATLS class being held in Hutchinson. Three to six ATLS classes are held in Wichita per year. Tim Pitts will approach the ACT regarding an ATLS course in Hutchinson.
- ❖ ATLS course update will be released in January.

**Motion to Adjourn:** Approved by a majority voice vote.